

## Job Description

<b>Job Title</b>	Program Analyst		
<b>Job ID</b>	15810		
<b>Date Opened</b>	01/25/2022		
<b>Date Closed</b>	02/23/2022		
<b>Location</b>	1050 1st Street, NE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Temp Appt
<b>Regular/Temporary</b>	Temporary		
<b>Agency</b>	SR	Insurance, Securities and Bank	
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	12		
<b>Bargaining Unit</b>	CH11	Non Union - Chapter 11	
<b>Minimum Range</b>	\$77,649.000000	<b>Maximum Range</b>	\$99,323.000000
<b>Target Openings</b>	1	<b>Available Openings</b>	1

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### General Job Information

#### Job Summary

This is a standard position description designed for use in any District of Columbia Government departments, agencies, and offices. This position description depicts generalized duties and responsibilities required of a position with primary responsibility for analyzing current and proposed operating program(s) to evaluate their actual or potential effectiveness in achieving objectives, and monitoring projects and special assignments.

#### Duties and Responsibilities

Plans, develops, and conducts program analyzes of substantial scale and impact concerning all aspects of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives. Develops, maintains, and monitors projects, and integrated reporting system(s) affecting program(s) throughout the activity. Communicates information to supervisor for effective evaluation of program operations and milestones. Analyzes, extracts, summarizes, and identifies significant trends and issues. Forecasts and estimates program requirements and prepares programmatic reports, justifications, charts, graphs, statistical and narrative data, etc, for presentations and briefings. Conducts management surveys, audits, projects, etc., and provides advisory services to operating or management officials. Program study assignments involve organizations, operations, and functions of significant complexity with extensively interrelated program(s) throughout an extremely complex activity.

#### Education and Qualifications

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, the incumbent must have at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

#### Licenses and Certification

None

#### Working Conditions/ Environment

Work is primarily performed in an office setting.

#### Other Significant Facts

**Tour of Duty:** Monday - Friday 8:15am - 4:45pm

**Pay Plan, Series, Grade:** CS-0343-12

**Promotion Potential:** No Known Promotion Potential

**Duration of Appointment:** Career Service– Temporary Appointment (Not-to exceed 12 months)

**Collective Bargaining Unit:** This position is NOT covered under a collective bargaining unit.

**Position Designation:** This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

**Vaccination Requirement:** The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical, handicap, or political affiliation.